

Task Order ID: Date: Modification:	ITM/CSR: Phone: FAX; - Email: ,
Client Org: Ordnance Missile and Munitions Center and School (OMEMS), Redstone Arsenal, AL	Client Representative:
Project Name: CONTRACTOR RESIDENT TRAINING INSTRUCTOR SUPPORT	Period of Performance: Date of Award plus 12 months plus 4 option years
Order Type: Performance Based Level of Effort Professional Services - Mobis	GSA Sr. Contracting Officer:

## 1. INTRODUCTION.

### 1.1. ORGANIZATION.

Ordnance Munitions and Electronics Maintenance School, Redstone Arsenal, AL 1.2.

### BACKGROUND/MISSION/LOCATION.

Redstone Arsenal, located in Madison County, Alabama, encompasses 37,910 acres or 59 square miles. Redstone Arsenal has a Government and contractor working population of approximately 20,000. There are approximately 4,200 soldiers assigned to the various Army Commands at Redstone or Huntsville. The civilian government workers number approximately 11,000. The U.S. Army Ordnance Munitions and Electronics Maintenance School, located on Redstone Arsenal, employs approximately 130 civilian workers and has an Army force structure of approximately 450 Officers, Noncommissioned Officers, soldiers and Marines. The School also has training detachments located at Eglin AFB, FL; FT Bliss, TX; FT Sill, OK; and FT Gordon, GA.

1.2.1 MISSION. The mission of the Ordnance Munitions and Electronics Maintenance School is to ensure the combat commander is supported during Army, joint, and combined operations, by providing Munitions and Electronics Maintenance Personnel Proponency expertise, materiel concept suggestions, and organizational structure input to Combat Developers; produce mission focused, motivated Ordnance officers, warrant officers, enlisted soldiers, Marines, and civilians who are technically competent in the munitions management, Explosive Ordnance Disposal, electronic and missile maintenance, and test measurement, and diagnostic equipment arenas, and provide soldier and family support systems that support the Ordnance soldier and family.

### 1.3. Task Specific FIPNetworking Environment

A working knowledge of computer information systems using both commercial off the shelf (COTS) and government proprietary software.

## 2. Technical Services Required.

### 2.1. SCOPE OF WORK.

This SOW will provide the requirements for contracted instructor services for the U.S. Army Ordnance Munitions and Electronics Maintenance School (OMEMS). Duty station will be either at the OMEMS FT Gordon, GA training detachment (Ordnance Electronics Maintenance Training Detachment - OEMTD) or the OMEMS FT Sill, OK training detachment. The instructor services will be utilized in training advanced individual training (AIT) soldiers in the resident training courses required for Basic Electronics Training (BET) and system specific equipment training associated with one or more of military occupational specialties (MOSS) 35D, 35E, 35F, 35J, 35L, 35N, or 35R at FT Gordon, GA or for system specific equipment training in support of MOS 35M located at FT Sill, OK. Contractor will provide Army qualified, Training and Doctrine Command (TRADOC) certified, instructor personnel to train in possible three-shift operations. The training will include classroom instruction, practical exercises, testing, and student critiques. Instructors will be provided necessary training by the Government on the requirements for Initial Entry Training (IET) policies as outlined in TRADOC Regulation 350-6.

- 2.2. STATEMENT OF WORK. This is a performance based level of effort type of task requiring a twelve-month performance period with options for up to four additional twelve-month periods. This effort will include the following direct instructional duties:

2.2.1. ACADEMIC INSTRUCTION:

- a. CONDUCTS CONFERENCE/DISCUSSION/DEMONSTRATION/PRACTICAL EXERCISE. Conducts classroom/laboratory conference, discussion, demonstration, and practical exercises (includes course introduction, technical information delivery, hardware practical exercises and various forms of computer-assisted instruction).
- b. ADMINISTERS WRITTEN TEST. Administers written test (includes written performance test).
- c. ADMINISTERS PERFORMANCE TEST. Administers hands-on performance tests.
- d. CONDUCTS CRITIQUES. Conducts student critiques.
- e. ADHERES TO PERSONAL CONDUCT POLICIES AS OUTLINED IN TRADOC REG 350-6.
- f. Follows all regulatory guidance in regulation as it pertains to conduct while in contact with IET soldiers.

2.2.1.1. ACADEMIC INSTRUCTION DETAILS: Typical subjects which will be the responsibility of the instructors as follows:

- a. DC and AC principles and fundamentals
- b. AC Resonance Circuits
- c. Soldering (Basic, Through Hole, Instrumentation)
- d. Wire Wrap
- e. Multi-Level Circuit Board Repair
- f. Transistors
- g. Power Supplies
- h. Amplifier Circuits
- i. Oscillator Circuits
- j. Amplitude and frequency modulation theory
- k. Digital
- l. Fundamentals 1.
- m. Microwave
- n. Radar
- o. Synchros
- p. Mechanical Repair
- q. Logic Fundamentals
- r. Microprocessors
- s. Computer hardware and software applications
- t. Fiber Optics
- u. System Specific Skills related to the FIREFINDER, SENTINAL, and Ground Radars

2.2.1.2. PRESENTATION OF SPECIFIC SUBJECT MATTER: Specific subjects to be taught are listed in the Basic Electronics Training (BET) or MOS-peculiar Programs of Instructions maintained at OMEMS and resident Training Departments/Detachments. Scheduling of classes is the responsibility of the Training Department director/chief or designated representatives.

2.2.2. INDIRECT INSTRUCTIONAL DUTIES:

2.2.2.1. COURSE SUPPORT:

- a. Performs Instructor Support of Course:
  - (1) Ensures equipment availability for instruction.

- (2) Ensures equipment serviceability.
- (3) Ensures classroom clean and ready for instruction.
- (4) Ensures class starts and ends on time.
- (5) Reviews course documents and training for applicability.
  - (a) Lessons Plans
  - (b) Program of Instruction
  - (c) Written Tests
  - (d) Performance Tests
  - (e) Training Aids
  - (f) Advance Sheets
  - (g) Manuscripts
  - (h) Training Films
  - (i) Vugraphs
- (6) Provides Subject Matter Expertise (SME). Comments and provides advice on products and correspondence related to the course.
- (7) Conducts Security Check of Course Area. Conducts physical security check of area and completes required forms.
- (8) Reviews Technical Publications, Directives, Manuals, Office Instructions, Technical Orders, etc. Reviews documentation to determine applicability to prescribed POI courses.
- (9) Attends Meetings. Attends meetings on matters pertaining to both platform instruction and distance learning associated with assigned courses as required by supervisor.

#### 2.2.3. CLASS SUPPORT:

- a. Performs Instructor Support (per class):
  - (1) Prepares for Instruction. Prepares classroom or training area. (Includes reviewing LP(s), subject matter material, inserting and removing faults, impairments, and problems.
  - (2) Picks up and returns Training Aids/Devices.
  - (3) Performs Operator Maintenance on Training Aids/Devices and Equipment. (Excludes maintenance performed during actual training event.)
  - (4) Provides Classroom Instruction.
- b. Performs Remedial Training Support: Provides remedial training for students requiring additional instruction in order to perform student objectives to standard.

#### 2.2.4. STUDENT SUPPORT:

- a. Performs Instructor Support For Each Student:
  - (1) Conducts Student Counseling. Conducts counseling (academic, non-academic) and completes counseling record.
  - (2) Grades Written Tests and Grades Performance Tests.
- b. Performs supervisory classroom support for each student.
- c. Evaluates Student Performance. Prepares and forwards required documentation on student released prior to block completion.

2.3. OPERATIONAL CONTROL: For daily duties all instructor personnel are under the operational control of the Director of the assigned training department. The Director will assign instructors to first line supervisors for instructor duty assignments. Supervisory responsibilities for all instructor personnel will remain with the contractor. The contractor will assign one instructor as a liaison POC for this task order.

2.4. DELIVERABLES /DELIVERY SCHEDULE. Deliverables will consist of the

following:

2.4.1. Status Reports - 30 days after contract start and each month thereafter.

a. Description. These reports shall provide a detailed status of the project.

b. Criteria for Acceptance. The reports must be developed in a Microsoft Word for Windows format.

c. Schedule. To be reflected in the Contractor's proposed performance plan.

d. Delivery Instructions. GSA shall be notified of all deliverables. The Contractor will meet with Agency point of contact to discuss the report. Revisions will be made if necessary and delivered within the agreed time frame.

e. Client Acceptance Period. Contracting Officer Technical Representative (COTR) will have 5 working days to complete the review of the each deliverable. COTR will accept or reject the deliverable in writing. The GSA CSR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of rejection of a deliverable, the Contractor will be notified in writing by the COTR with an info copy to GSA CSR of the specific reasons why the deliverable is being rejected. The Contractor shall have 5 working days to correct the rejected deliverable and return it the Agency point of contact.

f. Number of Copies. The Contractor shall deliver the report in (2) two paper copies. A copy shall also be submitted in ITSS and approved by the COTR in ITSS,

2.4.2. Risk Management

(a) Description. This report shall provide the contractor's evaluation of the risk management portion of the project.

(b) Criteria for Acceptance. See 2.4.1 (b) above.

(c) Schedule. See 2.4.1 (c) above.

(d) Delivery Instructions. See 2.4.1 (d) above.

(e) Client Acceptance Period. See 2.4.1 (e) above.

(f) Number of Copies. See 2.4.1 (1) above.

2.4.3. Other Deliverable Requirements.

The contractor is required to submit all deliverable reports via GSA's electronic acquisition system (ITSS) for official approval. Failure to comply with this requirement may result in rejection of invoices and/or non-payment.

2.5. FUNDING. This task will be incrementally funded.

2.5.1. EXPERTISE REQUIRED/GOVERNMENT FURNISHED TRAINING.

2.5.1.1. Levels of Expertise.

a. The contractor is responsible for providing personnel with expertise in the hardware and software environment identified in Section 1.3 above. It is highly desired that the Contractor be able to communicate on a professional level, both oral and written. The contractor will provide instructor personnel qualified in the Army Instructor Training Course,

Systems Approach to Training, and MOS specific technical training.

b. Contractor furnished personnel will be physically fit and able to perform duties requiring moderate lifting (not to exceed 45 lbs), long periods of standing, sitting or walking, and inclement weather conditions on occasion.

c. Requirements for instructor(s) with expertise in specific areas may include the following:

- (1) Operate NIDA Electronic Trainers A & E Models.
- (2) Operate Electronic Test Equipment.
- (3) User Maintenance on all classroom equipment.
- (4) Computer Literacy.

#### 2.5.2. GOVERNMENT FURNISHED TRAINING.

a. The Government will provide all orientation training required for the instructor(s) personnel to be TRADOC Regulation 350-6 compliant. Successful completion of Instructor Training Course, Systems Approach to Training, and military occupational specialty (MOS) specific training are prerequisites to the instructors being assigned to this contract. Successful completion of Instructor Training Course, Systems Approach to Training, and military occupational specialty (MOS) specific training are not applicable to instructional support services personnel.

b. Sustainment training changes, which occur during the tenure of the Instructor(s), and are deemed requirements for instructional presentation by the Director(s) of the instructor's assigned Training Department/Detachment, provided under this contract will be provided by the Government.

2.6. Reimbursable Costs. All reimbursable costs must be authorized by the client representative and GSA ITM/COTR and be in conformance with contract requirements.

2.6.1. Travel. No travel is anticipated to be associated with this effort. Unforeseen or unanticipated travel requirements will be coordinated and negotiated between the Government and the contractor.

2.6.2. Other Direct Costs. None at this time.

### 3. GOVERNMENT FURNISHED FACILITIES/EQUIPMENT.

3.1. Office Equipment. Contractor personnel will utilize existing office equipment.

3.2. Government Furnished Communications Services. Contractor personnel will utilize existing communications systems. Special communications equipment required for unique needs will be provided as deemed necessary by OMEMS Training Departments/Detachments.

3.2.1. Contractor personnel shall not relocate Government furnished communications equipment or in any way tamper with the telephone distribution system.

3.2.2. Contractor personnel shall not utilize the Government furnished communications equipment for any action not directly associated with the requirements of the contract.

3.3. Government Furnished Materials. The Government will supply all necessary instructor support materials and administrative supplies as deemed necessary by the Director/Chief of the Training Department/Detachment.

### 4. PERFORMANCE CRITERIA:

4.1. Places of Performance: The place of performance will be at one of the two Ordnance Munitions and Electronics Maintenance School, Redstone Arsenal, AL, training department/detachments listed below.

- a. OMEMS Ordnance Electronics Maintenance Training Detachment (OEMTD), FT Gordon GA.
- b. OMEMS Radar Training Detachment, FT Sill, OK.

5. 5.0 PERIOD OF PERFORMANCE. One Twelve month base period with options for four (4) additional twelve month periods. 5.1.

Hours of Work.

- a. Instructor(s) may be required to work a three-shift operation, assigned to a specific shift in the operation by the responsible scheduling person of the Training Department/Detachment. Instructor(s) will be assigned to an eight-hour shift, either A shift, B shift, or C shift as required.
- b. Instructor(s) will be given a training schedule, for planning purposes, two weeks in advance of each training cycle. Training schedules are subject to change but must be approved by the Director/Chief of the Training Department.
- c. The contractor must provide instructors for the three shifts which may be scheduled in OEMTD: Work hours for the three shifts are as follows: Day Shift - 0745 to 1700 (75 minute lunch break); Swing Shift - 1530 to 2400 (30 minute lunch break); Mid shift - 2330 to 0800 (30-minute lunch break).

5.2. Government Holidays. All Government offices will be closed, except for minimum essential personnel required for in-house operations, on federal holidays and other days designated as a holiday by federal statute or executive order. If a military training holiday is granted by the OMEMS Commander and which affects a scheduled workday, access to facilities for contractors to work will be provided as needed.

6. SECURITY AND PRIVACY.

6.1. Security Requirements. All contractors shall be American Citizens, subject to the same standards of conduct as set by the Government and be able to pass a basic background check as needed for employment. The highest level of security required for this effort is SECRET.

6.2. Clearances. All Contractor personnel assigned to this task are required to practice standard Operations Security (OPSEC) policies and procedures. Contract instructors may require access to classified materials and documents in support of this effort. A DD Form 254 is required and shall be provided by the contractor after award.

6.3. Privacy Act. Contractor may be in contact with data subject to the Privacy Act (Title 5 of the U.S. Code, Section 552.a). Reports and data will be identified and safeguarded accordingly. Agency procedures shall be followed. The contractor shall ensure that contractor employees assigned to this task are briefed annually on properly identifying and handling privacy act data/information.

6.4. The contractor shall ensure that all assigned personnel understand applicable security policies and directives. Personnel who knowingly violate security policies or directives shall be dismissed,

7. RECORDS AND DATA.

All data and data rights associated with this effort will be property of the U.S. Government. "DEAR 252.252-7013 Rights in Technical Data Non Commercial Items NOV 1995"

8. CRITERIA FOR ACCEPTANCE. Deliverance for this effort is delivery of the items specified in 2.3 above. The Client Representative will be notified of any abnormal job terminations and corrective action taken. Priorities and due dates will be established by the Government.

### 8.1. Performance Matrix

The contractor shall use the matrix below to propose what the performance levels will be to satisfy the requirements of this task order.

(1) Deliverable or Services Required	(2) Measures of Success and Indicators	(3) Standards – Criteria Acceptable Quality Level	(4) Maximum Error Rate	(5) Method of Surveillance
State the end results or outputs that will be the minimum acceptable level. Include all deliverables, submittals, and reports, etc.	For each requirement state feature(s) of each end result in Column I that be measured quantitatively or qualitatively	For each indicator, state a performance level that, when met, means the task has been performed satisfactorily (A standard tells "What success Looks Like")	For each standard, state what the maximum acceptable error rate will be in applicable	For each standard, state the method used to check performance (e.g. random sampling, 100% inspection, periodic inspection, customer input.

Incentives will consist of 100% of payment of invoices.

### 9. PERSONAL SERVICES. GSA meets the needs of its clients for information technology support through non-personal services contracts.

- a. The Client Representative has been briefed on the avoidance of personal service and those actions that represent personal services. The client agency has determined that they are not procuring services that are prohibited by Federal Acquisition Regulation 37.104 titled "Personal services contract."
- b. To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract, the contractor shall adhere to the following guidelines in the performance of the task:
- c. Provide for direct supervision of all contract employees assigned to the task.
- d. Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- e. Ensure close communication/coordination with the GSA CSR, reporting problems to the CSR as they occur (not waiting for a monthly meeting).
- f. Do not permit government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government job.
- g. Do not assign contractor personnel to work under direct government supervision.
- h. Maintain a professional distance from government employees.
- i. Provide contractor employees with badges, if appropriate, identifying them as contractors.
- j. Ensure proper communications with the government (technical discussion and government surveillance is okay, but the Government cannot tell the contractor how to do the job).
- k. Assign a task leader to the task order. The task leader or alternate should be the only one who accepts tasking from the assigned Government point of contact or alternative.
- l. The government has the right to reject the finished product or result and this does not constitute personal services.
- m. When travel is required for the performance on a task, the contractor personnel are only to travel as directed by their contract management.

#### 10. SECTION 508 COMPLIANCE.

All Electronic and Information Technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://wmv.section508.gov/accessiblehtml--> Part 1194.

#### 11. INVOICES AND PAYMENT.

- a. The contractor is required to submit all invoices via GSA's electronic acquisition system (ITSS) for official approval. Failure to comply with this requirement will result in rejection of invoices and/or non-payment. The contractor is required to attach a copy of the acceptance from ITSS to the invoice before submitting to Ft. Worth.
- b. The government COR for this task is required to approve and or reject all invoices submitted in ITSS within 10 days of the contractor submittal date of invoice.
- c. The contractor shall propose a deliverable and payment schedule for this requirement. Copies of receipts, travel vouchers, etc., completed in accordance with Federal Travel Regulations shall be attached to the invoice to support charges. In addition, the contractor shall attach the deliverable acceptance form signed by the client representative. Original receipts shall be maintained by the contractor and made available to Government auditors upon request.
- d. Invoices for final payment must be so identified and submitted within 90 days when the task has been completed and no further charges are to be billed.
- e. Payment of invoices will be made based upon acceptance by the Government that acceptable deliverables were provided. Contractors are required to submit an electronic copy of each invoice through GSA electronic system after receipt of acceptance from the client representative or designated representative. Contractor has the option of posting the invoice on GSA's Ft. Worth web site or mail to the address below. *NOTE. Only use one method of submission, web site or regular U.S. mail, but not both.*

Mail your invoices to the following address:

GSA Accts Payable Br (7BCP)  
299X  
P.O. Box 17181, Fund 299X  
Fort Worth, TX 76102-0181

#### 12. TASK ORDER CLOSE OUT.

Task order close out procedures will be issued upon 90 days after this task order has ended. The determination of final costs for this effort shall be requested. This does not preclude the contractor's right to funds invoiced but not collected, if any. (FAR 42.708) A release of claims document is attached and shall be submitted into ITSS for action within 90 days of completion of this task by the Contractor. (SEE Release of Claims)

#### 13. CENTRAL CONTRACTOR REGISTRY.

For details regarding the Central Contractor Registry requirements see attached CCR document. All responding vendors should present proof of registry along with your proposal.  
(SEE ATTACHMENT A)

#### 14. LIQUIDATED DAMAGES. Not applicable.